

## TEMPLATE FOR FOREIGN AREA OFFICER LATERAL TRANSFER APPLICATION WITH NOTES

1. In general, follow the format contained in MILPERSMAN 1212-010. FAO-specific items are included in this template.
2. Request Designation as a Navy Foreign Area Officer (FAO) by letter, via the appropriate chain of command to:

### **Regular Mail:**

NAVY PERSONNEL COMMAND  
CUSTOMER SERVICE CENTER  
\*\*NOVEMBER 20xx TRANSFER/REDESIGNATION BOARD #40  
\*\*JUNE 20xx TRANSFER/REDESIGNATION BOARD #240  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055

### **Express Mail ONLY (to include commercial carriers such as FEDEX, UPS, and DHL):**

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER  
\*\*NOVEMBER 20XX TRANSFER REDESIGNATION BOARD #40  
\*\*JUNE 20XX TRANSFER REDESIGNATION BOARD #240  
5640 TICONDEROGA LOOP BLDG 768 RM E 302  
MILLINGTON TN 38055-0000

\*\* Use whichever applies and omit asterisks.

3. Request should be submitted using the following format:

### **Template for your application letter**

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From: Rank, Name, USN, SSN/current designator  
To: President, June (*or November*) 20XX Transfer/Redesignation Board # 40 (*or #240*)  
Via: Commanding Officer, Command name (for immediate superior)

Subj: APPLICATION FOR TRANSFER/REDESIGNATION

Ref: (a) MILPERSMAN 1212-010  
(b) OPNAVINST 1210.5  
(c) OPNAVINST 1301.10B

Encl: (1) **DLAB score**  
(2) **NAVPERS 1300/16 Part I and II (see note 1)**  
(3) **Proof of SCI eligibility or Copy of recent SF86 or EPSQ**

(4) **Any other relevant material documenting qualification or supporting selection to the desired program, Letter(s) of recommendation, transcripts, DLPT scores, etc.**

(5) **Personal Statement (see note 6 for additional guidance)**

1. *Designator(s) for which application is made listed in order of preference (a maximum of two may be requested). (This is a change already delineated in OPNAVINST 1210.5 that will also be included in the updated MILPERSMAN 1212-010.)*

Additionally, each applicant is required to indicate their desire to be **Considered/Not considered** for lateral transfer/redesignation by communities not listed as one of their primary choices in the application with the following statement:

“If not selected by one of my primary choices, **I desire/Do not desire** my package to be reviewed by other communities during the Lateral Transfer/Redesignation Board”

If selected by a community not listed as one of their primary choices, these applicants will be notified via official correspondence after the selection results are published via NAVADMIN.

2-6. *Per MILPERSMAN 1212-010.*

7. Security Clearance requirement for FAO (1710): *Date of TS/SCI clearance or statement as the TS/SCI eligibility. (Submit proof of SCI eligibility usually in the form of your JPAS printout or a newly completed SF86, Personnel Security Questionnaire, as an enclosure of your package.)*

8-12. *As per MILPERSMAN 1212-010.*

13. DLAB/DLPT score(s): \_\_\_\_\_. **DLAB score is required.** DLPT scores are requested as an additional measure of language ability, if you have any. *Only documented DLPT scores within 3 years of application will be accepted. Anecdotal report of language qualification will not be considered by the board as actual language qualification. (e.g. I have studied Arabic for 5 years in college)*

14-15. *As per MILPERSMAN 1212-010.*

16. In addition to information required in this paragraph by MILPERSMAN 1212-010, include the following paragraphs:

“I certify that I (and my family, if applicable) am (are) worldwide assignable, and that I will immediately notify the Foreign Area Officer Community Manager if this situation changes.

I understand that if selected for this program that I will participate in graduate level education and language training as needed. In the case of graduate education, I agree to

remain on active duty for a period equal to three times the number of months of education up to a maximum of three years. In the case of language training, I agree to remain on active duty for one overseas tour. This obligation may be discharged concurrently. If no training or education are required, I agree to remain on active duty in the FAO community for at least one complete FAO tour. These agreements do not obligate the Navy to retain me on active duty. However, if I fail to complete the agreed upon active duty (voluntarily or through misconduct), I agree to reimburse the United States for the cost of the education/training received prorated for the obligated time served.

17-18. *As per MILPERSMAN 1212-010.*

*Signature*

Contact Information: LT Ima Sailor  
Comm: (xxx)xxx-xxxx Ext: xxxx  
Email: [ima.sailor@navy.mil](mailto:ima.sailor@navy.mil)

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Additional Notes:

1. Commanding officer's endorsement should comment on suitability for designation and assignment as an FAO. Additionally, **your CO's endorsement must specifically comment on your overseas assignability** IAW Part I and II of the NAVPERS 1300-16 (Report of Suitability for Overseas Assignment). Part I and II of the NAVPERS 1300/16 must be completed with your CO acting as an interviewer and your MTF representative signing Part II and enclosed in your application package. **The NAVPERS 1300-16 must be screened to NAVCENT (NSA Bahrain) standards regardless of your regional desires. Family members must be covered under Part II.** If done via BOL, applicants must include a printed copy, because the board does not have access to your BOL files.
2. Waiver Requests must be endorsed separately by your CO and must be submitted early in order to be processed in time for the board. Additionally, they must be submitted to NPC via separate correspondence. See board NAVADMIN for specific instructions. Generally waivers will not be granted for applicants seeking waivers from the 8 years of commissioned service requirement. For applicants seeking this waiver, they must include as part of the waiver request, copies of recent DLPT scores or transcript from a relevant regionally focused master's degree.
3. Read OPNAVINST 1301.10B and MILPERSMAN 1212-010 to ensure you have included everything you need in your package and are aware of all requirements.
4. To support the AOR assignments process of those selected by the board, all applicants are required to provide an AOR assignments list in order of preference (most desired to least desired). This is only to communicate your desire. When applying for lateral transfer, you are applying to become a Foreign Area Officer, and not a specific country/region Foreign Area Officer. If you feel strongly about why you should be selected to a specific region, you need to address that in your personal statement.

5. For applicants without a regionally focused masters degree, please provide your academic profile code (APC) if available, or in the alternative, a copy of your undergraduate transcript documenting a GPA of 2.62 or greater.
6. The personal statement should be submitted as an enclosure to your application. There is no specific format, but it should address the following main points:
  - a. Why you desire to be a Foreign Area Officer
  - b. Experiences or abilities that will contribute to your effectiveness as an ambassador for the US Navy and the United States internationally
  - c. Briefly outline your professional record, and to address any shortcomings that may be in your record
  - d. If you are seeking to be assigned to a specific region, describe your experiences and qualifications that warrant this consideration.